



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION

**ISSUE DATE:** July 25, 2007  
**CLOSING DATE:** August 22, 2007

**ANNOUNCEMENT NUMBER:**  
**OMB-07-65-VM**

**Title, Series & Grade:**  
**ACQUISITION LAW ANALYST**  
**GS-0301-14/15**  
**(\$93,822 – 143,471)**

**Vacancy Location:**  
**Office of Management and Budget**  
**Office of Federal Procurement Policy**  
**Washington, DC 20503**

**FULL PERFORMANCE LEVEL: GS-15**

**MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.**

**AREA OF CONSIDERATION:** Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

**PLEASE NOTE:** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

**DUTIES:** The Acquisition Law analyst position is located in the Office of Federal Procurement Policy (OFPP), Office of Management and Budget, Washington, DC. Under the general direction of the Associate Administrator, the incumbent supports OFPP's mission of promoting economy, efficiency, and effectiveness in the acquisition of property and services by providing policy leadership and professional management direction in the implementation and maintenance of a Government-wide acquisition regulation system, and establishment of sound acquisition policies, procedures, and practices. The incumbent is expected to:

- 1) initiate, develop, and recommend acquisition policies, regulations, and procedures which must be followed by executive agencies in providing for the acquisition of property and services.
- 2) review, evaluate, and provides specific guidance concerning contracting policies and procedures, and identify gaps, omissions or inconsistencies in laws, regulations, and directives relating to or affecting acquisition.
- 3) monitor, review, and ensure that in-depth analysis is made of proposed draft legislation, and furnish appropriate advice and guidance as to related policy and regulatory aspects.
- 4) provide advice and guidance on contracting matters and improve understanding of Government acquisition laws and policies both within the Government and by organizations and individuals doing business with the Government.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Examples of specialized experience include:

**GS-14:** One year of specialized experience equivalent to GS-13 level demonstrating work experience in interpreting policy and providing basic guidance on regulations related to acquisition. Served or serves in a position where he/she is periodically called upon to monitor, review, and provide in-depth analysis of proposed legislation, and review/comment upon agency/sub-unit policy, and regulations. Development of agency sub-unit policy, regulations, and other types of guidance.

**GS-15:** One year of specialized experience equivalent to GS-14 level demonstrating work experience in applying Federal acquisition regulation/policies and interpreting policy and providing agency-wide reports and guidance on regulations related to acquisition. Served or serves in a position where he/she is called upon as an agency lead to monitor, review, and provide in-depth analysis of proposed legislation, and review/comment upon proposed Government-wide policy, and regulations. Development of agency-wide policy, regulations, and other types of guidance.

**NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.**

**QUALITY RANKING FACTORS:** Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**.

1. Knowledge of statutes, policies, regulations, guidance, and procedures, including techniques of contracting operations, governing the federal acquisition process.
2. Knowledge of legislative and regulatory processes, and experience in monitoring, reviewing, and providing in-depth analysis of proposed legislation, policy, and regulations.
3. Ability to communicate both orally and in writing demonstrating the skills necessary to conduct briefings and presentations, prepare concise, well reasoned analyses, and develop policy, regulations, and other guidance.
4. Ability to lead or participate in acquisition-related inter-agency task groups.

**BASIS OF RATING:** No written test is required. Applicants will be numerically scored based on an evaluation of their experience/education as described in the application **AND** on their responses to the Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

**NOTE:** Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-15 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-15 level.

### **HOW TO APPLY:**

**THERE ARE 3 OPTIONS FOR APPLYING (If applicable these documents are required.)**

**1. Email:** Applications and supplemental information (if applicable) will be accepted via email. Please submit your application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV).

**2. ELECTRONIC SUBMISSION OF YOUR RESUME:** You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send the OPM online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our component. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application.

Please Note: Some vacancies you will force you to address the Selective Factors (if applicable) and Quality Ranking Factors (if applicable) once you apply online through USAJOBS. You will not be forced to address the factors on other vacancies. You are still responsible for submitting those factors through one of the other two means (fax or email)

**If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application will be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to [www.opm.gov](http://www.opm.gov); click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510".**

**3. FAX:** Fax to 202-395-1262/1194 the following:

- (1) An Optional Application for Federal Employment (OF-612); a resume; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510 <http://www.opm.gov/forms/pdfimage/of0510.pdf>, is included in your application;
- (2) Your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors (if applicable) and Quality Ranking Factors (if applicable).

**OTHER INFORMATION:**

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information (SF-50, Appraisal, etc.) requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Failing to address the Selective Factors (if applicable) and Quality Ranking Factors (if applicable) will result in you not receiving consideration.

**OTHER REQUIRED DOCUMENTS:**

- Please provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal;
- On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and/or Quality Ranking Factors listed above (if applicable).

## **OTHER REQUIREMENTS:**

- **FAVORABLE SECURITY SCREENING:** This position requires the selectee to be at least 18 years old and be able to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.
- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.
- Federal agencies, must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring component directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.